

**Director
Department of Economic Development**

Class Title: Director
Department of Economic Development

Class Definition: Administrative and technical work of a professional nature in supervising the conduct of the redevelopment and city economic programs in all their various phases.

Distinguishing Features of Work: Working under the general guidance and direction of the City Administrator and the Mayor, the incumbent performs a variety of supervisory, administrative, and professional work in development and implementation of economic development plans, programs and services.

The Director of Economic Development will plan, organize and implement the economic development program for the city, the Redevelopment Authority and the non-profit Greater Easton Development Partnership with emphasis on improvement of the economic well-being of the city of Easton through the recruitment of new business, existing business expansion and existing business retention in the city's neighborhoods and historic central business district.

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all inclusive or exclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.) This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Develops short and long range economic development plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed. Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public. Provides information on economic development issues, programs, services, and plans. Develops and maintains a comprehensive inventory of available buildings and sites in the community for economic development purposes. Prepares and maintains information on utilities, taxes, zoning, transportation, community services, financing tools, etc.; responds to requests for information for economic development purposes; prepares data sheets and other information. Responds to local citizens inquiring about local economic development activities and opportunities. Serves as a liaison between the local government and the chamber of commerce, merchants' associations, economic development districts, redevelopment agencies, port authorities and other public, private or nonprofit groups and associations interested in economic development. Coordinates the processing and issuance of industrial revenue bonds or other local economic development financing tools. Prepares a variety of studies, reports and related information for decision-making purposes. Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, et cetera. Monitors local, state and Federal legislation and regulations relating to economic development, and reports findings, trends and

recommendations to supervisor. Provides staff support as needed and assigned to the Planning Commission, Redevelopment Agency Board, or other agencies. Prepares graphics, charts, tables, promotional materials, et cetera for economic development activities. Serves when assigned as a member of an economic development task force composed of private, local, county or state groups. Prepares, writes and administers grant applications related to economic development. Coordinates and manages professional service contracts, as assigned. Serves as a member of various staff committees as assigned. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning. Assists other staff members as needed. Supervises support staff, part-time or temporary employees or volunteers, as assigned.

Tools and Equipment Used computer, motor vehicle; calculator; phone, copy and fax machine.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

Necessary Knowledge, Skills, and Abilities: Considerable knowledge - in business development; economic development; .municipal zoning and infrastructure Working knowledge of computer software such as Word, Excel and GIS applications; Considerable knowledge of HUD Community Development Block Grant and other urban development programs. Skill in the operation of the listed tools and equipment. Ability to communicate and work effectively orally and in writing with industrialists, architects, contractors, developers, owners, supervisors, employees, and the general public;

Desired Minimum Qualifications Required for Appointment: The possession of a Bachelor's Degree planning, urban design, land-use planning, business or public administration, economics, marketing,

finance, or a closely related field, with a Master's Degree preferred; and demonstrated success in previous economic development experiences at the local or regional level with experience in financing and loan programs as well as availability of state and local grants and funding. Valid Pennsylvania state driver's license, or ability to obtain one.

Work Schedule: Per established departmental policy.

6/30/08